

Springdale Fire Department

Policy & Procedures Manual

Volume 5 – General

Section 501 – Miscellaneous

501.9 – Entering Vehicle and Equipment Checks

To enter daily checks, complete the following steps:

- Left click on the inventory button.
- Type the apparatus description into the “Description” field this will open a window confirming your description matches the appropriate record. Right click “OK” or press “Enter”.
- If you do not know the proper description then:
 - With the cursor located in the Description field press F2 or double left click on the Description Field, or left click the Browse button. Left Click “OK”
 - A window will open listing all the equipment in the department inventory. Select the appropriate vehicle/equipment and press “Enter” or left click “OK” or double left click on the appropriate selection.
- Left click the “Maintenance/test” tab.
- Left click the “Add” Button. In the “Maintenance” box, this will open the “Maintenance/test detail window.
- In the “Job” field enter the appropriate “DAILY”, “WEEKLY” code. A list of codes can be accessed (drop down menu) by left clicking the “...” button.
- In the “Priority” field enter “R/S” (routine service). A list of codes can be accessed (drop down menu) by left clicking the “...” button.
- Click on the completed button.
- Enter dates and times, mileage and engine hours if applicable, staff hours, staff ID of member responsible for the check, station and shift.
- You may enter notes in the notes tab area, however:
 - If maintenance is necessary to correct deficiencies found, a separate maintenance request must be completed.
 - If maintenance was performed such as lamp replacement a separate maintenance entry must be completed.
 - If equipment is unaccounted for it must be reported to the shift commander.
- Left click the “Other” tab.

- Left click the “Staff Activity” button. Click “Yes” to the question regarding adding staff member as a participant. Click on staff activity and choose the appropriate code (for Daily and Weekly checks the code is EC) then double click or click OK.
- Confirm information is correct edit if necessary or add additional participants if necessary.
- Left click the “Save” button.
- Left click the “Save” button.
- Left click the “Close” button.